IAC
Indiana Arts Commission
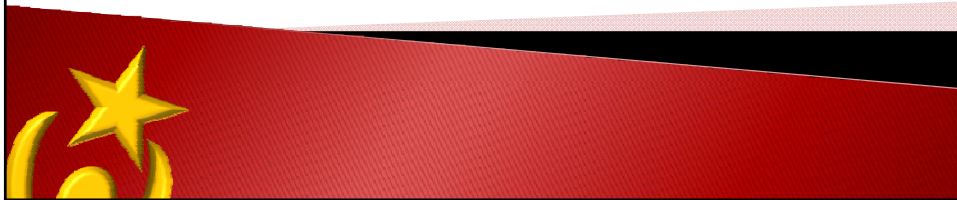Connecting People to the Arts

Preparing a Successful Individual Artist Program Grant Application

About the Program...

★ The Individual Artist Program (IAP) grant is designed to support individual artists in all disciplines for specific project-related costs, which will have a positive impact on the artist's career

About the Program…

★ Artists may request up to $2,000

★ Eligible projects are purposely left flexible to respond to the artists' ideas, dreams, and needs

About the Program…

★ Applicants must plan a project, or phase of the project which can be realized within the requested budget and completed within the proposed timeline

Who Can Apply...

★ Anyone 18 years or older

★ Lived in Indiana for at least 1 year prior to the date of the application

★ Must remain in Indiana during the granting period

Who is NOT Eligible...

★ Enrolled in a degree granting program as of Feb. 1, 2009

★ Applying as part of a collaboration where another artist is applying for the same fiscal year

Who is NOT Eligible...

★ Received an IAP grant in the current year, FY 2009 (July 1, 2008 – June 30, 2009)

Dates to Remember...

★ *Friday, January 16, 2009 –* Draft review deadline

★ *Monday, February 2, 2009 –* Application deadline (late applications will NOT be accepted)

Dates to Remember…

★ *July 1, 2009 – June 30, 2010 –*
Grant period

★ *Monday, May 31, 2010 –*
Final reporting deadline

The Disciplines…

Dance, Media Arts, Photography
And Theatre

Bobbie Garver
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317-232-1283

The Disciplines…

Music, Crafts, Folk Arts
and Multi-Arts

Kristina Davis
Kdavis-smith@iac.in.gov
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The Disciplines…

Visual Arts, Design Arts
and Literature

Susan Britsch
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317-232-1281

Advisory Panel

★ Advisory panels appointed by the IAC will be composed of Indiana residents

★ These individuals will be experienced artists or knowledgeable in the arts and/or arts management

Advisory Panel

★ The IAC strives to balance the advisory panel composition with consideration to race, gender, regional representation, special needs, and arts discipline
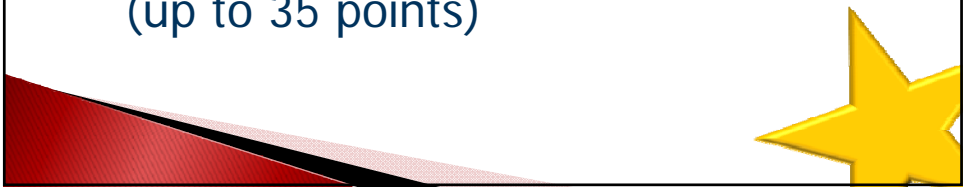
Advisory Panel Review

- ★ Advisory panels will be convened in the spring of 2009

- ★ Panel meetings are open to the public for observation and may be recorded

- ★ <u>Applicants will be invited and encouraged to attend</u>

Advisory Panel Review

- ★ Applicants cannot "lobby" panelists on behalf of their applications before, during, or after the panel meeting

- ★ Applicants who cannot attend may visit the IAC offices to hear a recorded version of the panel discussion

How Proposals are Evaluated

- ★ **Quality** of artist's work (up to 25 points).
- ★ **Impact** of the project on the artist's career development and public benefit (up to 40 pts)
- ★ **Feasibility** of project completion (up to 35 points)

Proposal Approval

- ★ Applications with the highest final scores will be considered for funding

- ★ Funding is based on allocation available for this program

Proposal Approval

★ The Commission will review and ratify funding recommendations made by the panel during the June 2009 business meeting

Notifications

★ All applicants will be notified of grant decisions after the June 2009 Commission meeting

★ Grantees will receive an award letter, grant agreement, and instructions for completing other necessary forms

Notifications

★ Payment will not be processed until all required paperwork is received

Payment

★ 1st payment will include **75%** of awarded amount

★ Proceed with established project timeline regardless of payment status

★ Remaining **25%** will be dispersed after submission and approval of final grant report

Managing Your Grant

- ★ Grant paperwork and clearance
- ★ Grant payments
- ★ Acknowledgement of public funding
- ★ Changes to the project
- ★ Tax responsibility

Getting Started

- ★ Read all instructional material *thoroughly* before you begin preparing your application

- ★ Contact the appropriate staff member if you have any questions when completing your application

Getting Started

★ If you are an artist with a disability, staff members are always available to accommodate more specific needs

Application Development

★ Successful applications contain clear, concisely written descriptions of your project and demonstrates how it meets all guidelines and evaluation criteria

Application Development

- ★ Developing a grant application does <u>not</u> require specialized training or expertise

- ★ Thoroughly read all the guidelines and criteria

Application Development

- ★ Write the application with the assumption that the reader does not know about you or your project

- ★ Avoid jargon or abbreviations

Artistic Documentation

★Each application must be accompanied by artistic documentation (digital images, written samples, etc.) that is specified by the category

Artistic Documentation

★Read this section <u>carefully</u> to identify the limitations of quantity and format

★Work selected as documentation must have been produced by the applying artist *after* February 1, 2006

Key Points to Remember...

★ Express with confidence. Use terms such as can and will, rather than would or could.

★ Use clearly expressed facts and statements.

Key Points to Remember...

★ The narrative, timeline and budget must reflect one another and be realistic

★ Use phrasing that gets the reader excited about the project

Key Points to Remember…

★All parts of the application must be completed

★You are competing against the criteria, not the other applicants

Application Revision

★Have someone not closely associated with the project read a draft of the application to see if it communicates what is intended

★Re-read the guidelines and make sure all components are addressed

Application Revision

- ★ Make all appropriate revisions <u>BEFORE</u> the established deadline

- ★ Revisions will not be allowed after the application deadline

- ★ All deadlines and submissions are final

Submitting Your Application

- ★ All submissions must be made through the IAC's online grants system

- ★ Draft review deadline is **Friday, January 16, 2009**

IAP Online Grant Application

April Blevins
Grants & Technology Manager

Completing an Online Application

★ Log on to www.in.gov/arts

★ Select "For Applicants", "Grant Programs & Guidelines"

Completing an Online Application

★Click on "Individual Artist Program" link

★Read the instructions under "How to Apply" and follow the link to the Online Grants Homepage

IAC Online Grants System

Create a Username & Password

★ New Users need to select "Create an Individual Profile" to create an account.

★ Use the same login information every time you access your application.

Accessing the IAP Application

★ When you log in, select "Start an application"

★ A number will be assigned to your application.

Things to Remember as You Work…

★ Save often by select the "Save" button at the bottom of the page.

★ Once you've started your application, you can stop and go back to it.

Things to Remember as You Work…

★ If you cut and paste from Microsoft Word, your text will not format correctly. Type into the application.

★ Proofread your application. Spelling and grammar are important.

Application Pages

★ **Application Information** - Collects your discipline and personal information.

★ **Narrative** - Describe your project in detail. Answer these questions with the scoring criteria in mind.

Application Pages

★ **Task Timeline** – Provide a detailed project plan

★ **Individual Budget Expenses & Income** – Enter your funding request and budget details. Totals must match.

Application Pages

⭐**Artistic Experience** – Your "resume" of exhibition and project history.

⭐**Sample Selection/Sample Order** – Upload artistic documentation and put it in order for panel viewing.

Application Pages

⭐ **Project Synopsis** – A short description of your project used on the IAC website if you are funded

⭐**Application Checklist** – A reminder of information that must be submitted with/for the application.

Final Submit

- ★ When all information is complete, the checkbox will appear.

- ★ When you click "Submit" you will no longer be able to edit the application.

- ★ A confirmation is sent via e-mail.

Questions ...

Contact Information

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